

Alnavs

Pers-3176-MAG
P16-4(A)

Navy Department
BUREAU OF NAVAL PERSONNEL
Washington 25, D.C.

25 January 1945

From: The Chief of Naval Personnel
To: Commander-in-Chief, U.S. Fleet
Chief of Naval Operations
Deputy Chief of Naval Operations (Air)
Administrative Officer, Executive Offices of the Secretary
Chief of the Bureau of Ordnance
Chief of the Bureau of Aeronautics
Chief of the Bureau of Ships
Chief of the Bureau of Supplies and Accounts
Chief of the Bureau of Yards and Docks
Chief of the Bureau of Medicine and Surgery
Chief of Procurement and Material
Judge Advocate General
Director of Public Relations
Coordinator Research and Development
Chief of the Industrial Incentive Division
Director Shore Establishments and Civilian Personnel
President Board of Inspection and Survey
Recorder Interior Control Board
Superintendent Naval Observatory
Commanding Officer, Naval Command, Office of Strategic Services
Commandant, Navy Yard, Washington, D.C.
Commandant Potomac River Naval Command, Navy Yard, Washington, D.C.
Director Naval Research Laboratory, Anacostia Station
Commanding Officer, U.S. Naval Air Station, Anacostia
Commanding Officer, Electronic Field Service Group, Naval Research Laboratory, Anacostia Station
Officer in Charge, Naval Photo Science Laboratory, Naval Air Station, Anacostia
Commanding Officer, Naval Torpedo Station, Alexandria
Superintendent U.S. Naval Academy, Annapolis, Md.
Director, David W. Taylor Model Basin, Carderock, Md.
Commanding Officer, Naval Unit, Edgewood Arsenal, Edgewood, Md.
Commanding Officer, Naval Mine Warfare Test Station, Solomons, Md.

Subj: Reduction in Temporary Duty Travel

Ref: (a) AlNav No. 16 dated 22 January 1945

1. Reference (a) directs that commands authorized to issue Temporary Additional Duty orders take necessary steps to reduce travel by at least ten percent, and that such commands within the United States report to the Bureau of Naval Personnel the percentage reduction in number of travel orders issued for a period of one month from date of AlNav.

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2. Since the Bureau of Naval Personnel upon request issues the necessary travel orders to the officer personnel of the addressees of this letter, and since the volume of such requests prevents careful screening prior to issuance of the orders, it is necessary that the Bureaus and offices requesting the travel orders take steps to reduce and regulate better the travel performed by their personnel. In this connection it is suggested that each request be subjected to the scrutiny of an officer of suitable rank and experience to determine that.

- (a) Travel is on essential official business.
- (b) Its purpose cannot be efficiently accomplished except by travel.
- (c) Its proposed duration is no greater than required.
- (d) All possible measures have been taken to consolidate travel to reduce the number of trips to a minimum.
- (e) Air priorities, if requested, are actually necessary.

3. It has come to the attention of the Bureau that officers traveling on Repeated Travel orders in a few recent instances have performed nonessential travel without permission or knowledge of their commanding officers, and at times for no other reason than to renew their per diem status after the 60-day limitation has expired. It is directed that travel on Repeated Travel orders be made only when directed by the authority indicated in the travel orders and that orders be endorsed for each trip.

4. Travel to conventions and group meetings will not be authorized unless essential to the war effort.

5. In a letter to the Secretary of the Navy, Mr. James F. Byrnes, Director of the Office of War Mobilization and Reconversion, requested that he be informed of the percentage reduction in travel that has been effected. In order for the Bureau to supply this information, addressees of this letter are requested to report to the Bureau of Naval Personnel prior to 1 March 1945 the percentage reduction in travel (both single journey and on Repeated Travel orders) that they have been able to effect for the period of 22 January to 22 February 1945 as compared to a period of one month prior to 22 January 1945; It is expected that this reduction will be at least ten percent.

L.E. DENFELD
The Assistant Chief of Naval Personnel